Section 15.7 PARAMS MENU
System Tables
Object Code/Pay Types

Purpose	This section provides the procedures for a central control agency to add or update Object Code and Pay Type data. **This window is inquiry only for non-control agencies**.
Window Name	Object Code/Pay Types
Reminders	**1.** The Object Code/Pay Types window is accessed through the Params, System Tables, G - Object Code/Pay Types items on the menu bar.
	2. The Object Code/Pay Types window initially displays the following message, if the user has update capabilities:

Click Yes to update records or click No to inquire only. The Detail Data window is then displayed. Only a central control agency may update the Object Code data.

3. The Object Code/Pay Types window contains a Selection Criteria window and a Selection List window. A user may select **ALL** the codes by clicking on the Select button only, select by Pay Type, Class Type or Object Code only or select with all of the options. There is no minimum selection criteria. Once the selection critera has been selected, click on the Select button and the data will be displayed in the Selection List window. Highlight the code to be updated and click the Detail button. Click on the New button to add new Object Code/Pay Type data. An add may be done from either the Select or Detail windows.
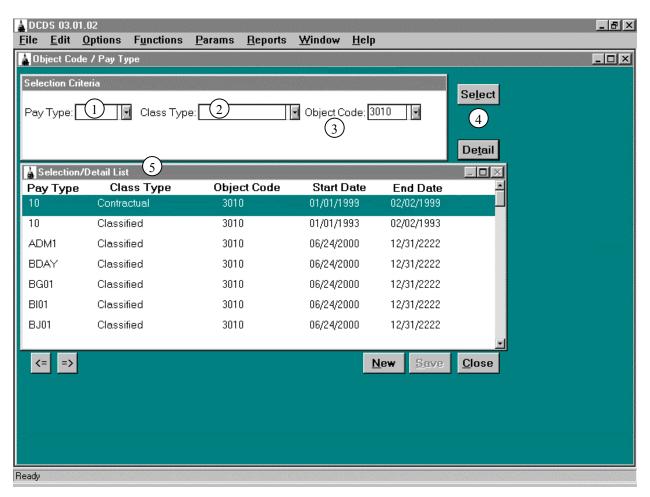
References	*No specific references*

Object Code/Pay Types

The following window is displayed when <u>P</u>arams, <u>S</u>ystem Tables, <u>G</u> - Object Code/Pay Types is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Object Code/Pay Types (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Pay Type	Select the Pay Type from the dropdown list or enter the Pay Type Code.
2	Class Type	Select the Class Type (Classified, Unclassified, Contractual, Per Diem) from the dropdown list.
3	Object Code	Select the Object Code from the dropdown list or enter the code.
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
5	Selection List	Highlight the code to be updated and click the Detail button. The Detail Data window will then be displayed.

Object Code/Pay Types (Selection List)

The following information is displayed:

Field Name	Description
Pay Type	The selected Pay Type.
Class Type	The selected Class Type.
Object Code	The selected Object Code.
Start Date	The date the Object Code/Pay Type became effective.
End Date	The date the Object Code/Pay Type will no longer be in effect. The default is 12/31/2222.

DCDS Input Procedures
Object Code/Pay Types

Follow the steps below to add or update Object Code/Pay Types.

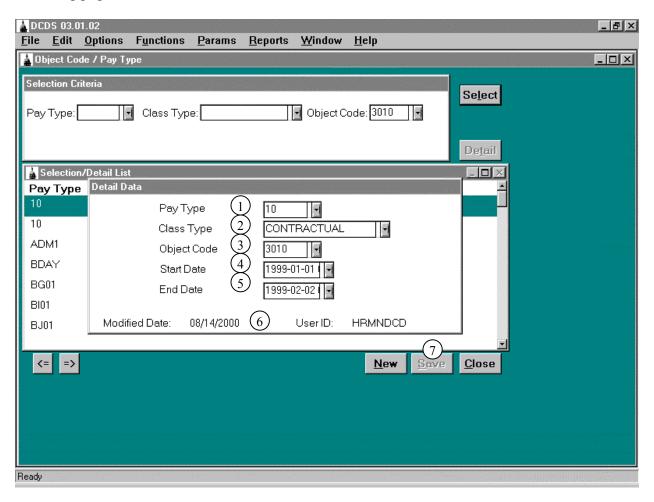| Step	Field Name	Action
Add Object Code/Pay Types		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new code. The New button may be clicked from the Selection or Detail windows.
Update Object Code/Pay Types		
	Detail Button	Enter the required selection criteria and click the Select button. The selected Object Code data will be displayed in the Selection List window. Highlight the data in the Selection List window to be updated.
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Object Code/Pay Type data.

DCDS Input Procedures
Object Code/Pay Types

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.

DCDS Input Procedures
Object Code/Pay Types

Follow the steps below to update or add a new Object Code/Pay Type.

Step	Field Name	Action
1	Pay Type*	Select the Pay Type from the dropdown list or enter the code.
2	Class Type*	Select the Class Type (Classified, Unclassified, Contractual, Per Diem) from the dropdown list.
3	Object Code*	Select the Object Code from the dropdown list or enter the code.
4	Start Date	Select the pay period begin date the code should become effective.
5	End Date	Select the pay period end date when the code will no longer be in effect. The default is 12/31/2222.
6	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
7	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new code and changes.

*indicates a required field that must be entered